

## Central Records Assistant

Last Updated Tuesday, 19 September 2006

### OVERALL JOB OBJECTIVE:

Under general supervision: perform research requests; update and maintain Central Records Index Databases; determine proper storage and identification of historical documents; determine and assign appropriate legal retention times for all incoming records; approve, update and maintain indexes for documents stored offsite; general support to City Council and City Manager as needed and perform related duties as required. Verify that all documents are complete, signed and sealed where necessary; review, identify and prepare documents for scanning. Act as liaison to other departments and to the public

Requisition ID: 00001970

Position Code: 00001007

Job Title: Central Records Assistant

Department: City Management Office/Records

Salary Hiring Range: \$15.11 to \$18.41 per hour (DOQ)

Salary Range: \$15.11 to \$24.18 per hour(DOQ)

Grade: BMEA-E

Working Days & Hours: Full time, generally 40 hours per week      Generally, Monday Through Friday 8:00 a.m. - 5:00 p.m.

Application Deadline: Friday, September 29, 2006

## DUTIES AND RESPONSIBILITIES:

1. Maintaining, updating and improving the Central Records database. This includes the following:

- Create and maintain new folders. Scanning and electronic versions of indexing.
- Prepares and inserts documents into folders, prep for scanning or electronic import to PDF or Tiff format. Index into the imaging database and ensuring that all documents meet imaging quality standards.
- Maintain and update data tracking spreadsheets, includes all Boards and Commissions.
- Maintain records databases for off-site facilities.
- Purge expired records and documents include electronic versions.
- Scan Ordinances, Resolution, Minutes and other City records into the imaging system. Input detailed document indexing; ensure that documents meet the standards for archival imaging. Maintains safe storage for original physical copy of Ordinances, Resolutions, Minutes, and other City Records

2. Respond to research requests in person, by phone, fax, or electronic mail, re-filing City records as needed to include electronic versions.

- Identify and coordinate high priority tasks regarding departmental and citywide issues and concerns.
- Act as liaison to departments and the public to instruct and train on personal computer specifications, enhancements, importing, exporting, scanning ratios, preference settings, as well as general search, navigation, and print functions requiring extensive knowledge of a variety of hardware and software possibilities.
- Export electronic document files from imaging database and prepare for e-mail. Assist other departments as well as the public in knowledge of file formats, sizes, and software of multiple PC configurations, viewing and printing document specifics.

3. Responsible for all City contracts and agreements through a detailed routing system;

- Receive physical documents, input into tracking system.
- Monitor accuracy of documents routed and return for corrections when necessary.
- Prepare, scan, index electronic version and file physical City contracts and agreements.
- Maintain a 24-hour turn around of completion of documents once they arrive in Central Records. This process includes checking in each contract, preparing for scanning and/or recording with the County, scanning and indexing, returning copies either paper or electronic when requested and filing the original paper copy.
- Receive, review, track, publish, and return copies of all City Rules and Regulations. Maintain safe storage for physical copies.
- Follow up to be sure all original documents are filed in Central Records and prepare copies when requested

4. Maintain safe storage of City Council packet material and City Council meeting minutes. Tracks and maintains all Boards and Commissions meeting minutes, tapes, agendas, and related materials. This includes the following:

- Maintain safe storage for packet materials; to include electronic versions.
- Prepare, scan, and index packet.
- Assign numbers to Ordinances and Resolutions and input title information in database.
- Update the Resolution and Ordinance spreadsheet which requires understanding of interaction with electronic versions of indexing.
- Ensure appropriate signatures exist on original ordinance, resolutions, and minutes, then record with County when applicable.
- Verify that all documents are complete, signed, sealed, and are acceptable to scan.
- Track, scan, and maintain Web page for City Election documents. To include City Council Members and candidate files.

5. Prepare legal documents for County recording to include property documents, Annexations, Landmarks, Vacation Ordinances, and misc. contracts and agreements.

6. Review, identify and prepare City daily documents for scanning or permanent storage depending on document type and physical specifics. Scan, index and verify accuracy of scanned image and indexing then properly store the original according to retention period. This includes preparatory work, scanning, indexing, and disposing of originals as necessary according to State law.

7. Update and maintain related lists and labels of subscribers of the Boulder Revised Code and library of referenced codes; updating 3 BRC books and forwarding supplemental information to multiple recipients.

8. Responsible for tracking and processing invoices of publication and to ensure that publications meet all Charter and BRC requirements. Documents include Ordinances, Resolutions, Notice of Final Settlements Bids, meeting notices, City rules and Regulations, and other related publications.

9. Compile statistics including classifying, recording, and tabulating data for each records request; assists in yearly preparation of records pertaining to filing space allotted for departments on site and boxes stored offsite.

10. Expand job knowledge of records procedures, including federal and state requirements, Colorado Revised Statutes, State Archive Guidelines, and City of Boulder ordinances to include electronic version.

11. Act as backup to the City Managers Office when necessary.

12. Other: Performs related duties as required to meet the needs of the City. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property. Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire

policies.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

The city of Boulder is committed to hiring employees who provide excellent customer service. Our employees communicate courteously and responsively with the public, volunteers, and co-workers, are sensitive to diversity issues, provide effective and efficient service to the public and co-workers and act with a high level of integrity, and take responsibility for their words and actions.

CHAIN OF SUPERVISION:(1) TITLE OF IMMEDIATE SUPERVISOR: Deputy City Clerk/Records Management(2) TITLE(S) OF POSITION(S) OVER WHICH THIS POSITION HAS DIRECT SUPERVISION: None

#### REQUIREMENTS:

High school diploma or equivalent and a minimum of 2 years experience in a high pace professional office. Interest, desire, and ability to communicate courteously and effectively. Provide services to staff, and the public, both in person, by telephone, and e-mail. Understanding and expertise in alphabetical and numerical order functions. Accurate typing skills at 40 to 50 wpm. Experience working on a personal computer. Strong working knowledge of Microsoft Office, excellent organizational skills, and attention to detail. Good written and verbal communication skills. Ability to lift and carry up to 60 pounds on a regular basis. Ability to work independently under minimal supervision.

#### DESIRED QUALIFICATIONS:

Knowledge of records procedures, including federal and state requirements, Colorado Revised Statutes, State Archive Guidelines and City of Boulder ordinances. Accelerated knowledge of Microsoft Office, WordPerfect, Excel, Access, HTML, Adobe Acrobat, Dream Weaver or equivalent. Previous experience working in a records center, public library, or background in Library Science.

#### WORKING CONDITIONS:

Physical Demands: Primary sedentary physical work requiring the ability to lift and carry a maximum of 60 pounds on a regular basis; occasional walking and standing, frequent hand/eye coordination to operate personal computer and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and citizens. Work Environment: Works primarily in clean, comfortable environment. Machines and equipment used, but not limited to: Frequently uses personal computer, scanner, microfiche reader/printer, telephone, photocopy machine, facsimile machine, typewriter, and calculator.